

Example 1.1d

Statewide Salary Data Processing System

Establishing a Salary

1. From the home page, select the classification for the salary you want to establish and click the *ESTABLISH SALARY* button.
2. Input the pertinent information.
3. If you would like to use an alternate title, indicate the title in the Alternate Title block. **Remember that only Alternate Titles approved by the System Office will be accepted.** If you use an Alternate Title that has not been approved, your request will be denied by the System Office.
4. In the justification block, provide the necessary information to validate your request.
5. Double-check your information and send your request to the System Office by clicking the *SEND REQUEST* button.

NOTES:

- The System is designed to allow you to establish salaries only for those classifications not currently in use by your agency. The new salary will not appear on your revise or delete class list, until the System Office has approved it.
- If you want to establish a salary for a classification that has been approved by the System Office but the title does not appear in the list of classifications available, use the contact form to e-mail Celeste Latham and she will get the classification added for you.
- You will receive verification via e-mail message that your request has been sent.
- When the System Office has made their decision, you will receive an e-mail message stating that your request has been approved or denied.
- **The effective date field will not accept effective dates greater than 60 days.**
- If you submit a request for a Prevailing Rate or Negotiated class, a reminder message will appear.